

**Office of Congresswoman Betty McCollum (MN-04)**

Making a request in the FY 2011 Appropriations Cycle

**Introduction**

Seeking a congressionally-directed appropriation for federal funding or report language is a highly competitive process due to the following factors:

- the large number of requests received each year;
- the constrained federal budget environment;
- House rules governing the appropriations process and heightened scrutiny for all project requests.

Our office thoroughly evaluates each request we receive to determine priorities for projects, report language and program level funding. A limited number of all requests are submitted to the relevant appropriations subcommittee by a deadline set by that subcommittee. The Congresswoman enthusiastically supports Fourth District priority projects and, when appropriate, projects benefiting other parts of the state or the state as a whole. All complete project requests submitted to our office by the deadline will receive consideration. However, making a request does not guarantee that a project, report language or requested program level will be submitted for final consideration by the House Appropriations Committee.

During last year's appropriations cycle the total number of Member-directed projects and the total amount of funding allocated for Member projects was significantly reduced from prior years. Project funding is expected to be at least as restrictive in the upcoming Fiscal Year 2011 cycle.

### **Committee Transparency Requirements**

The House Appropriations Committee enforces a series of transparency measures for Member-directed project funding, including:

- All project requests submitted by a Member of Congress to the Appropriations Committee must be posted on that lawmaker's Congressional website with an explanation of the purpose of the project and a justification of its value to taxpayers.

- All projects included by the Appropriations Committee are listed in the report accompanying each Subcommittee bill, with the project title, recipient and Congressional sponsor(s).

### **Submitting a Project Proposal**

**The deadline for submitting FY11 appropriations requests for consideration by our office is Monday, March 1, 2010 at 6:00pm**

. This deadline will be strictly enforced; no request submitted after this date will be considered. Submissions prior to the final deadline are encouraged.

**The submission form is**

**now available on Congresswoman McCollum's website:**

[www.mccollum.house.gov/FY2011appropriationsrequest](http://www.mccollum.house.gov/FY2011appropriationsrequest)

**All appropriations-related requests for FY11 must be entered via our online webform to receive consideration.** This includes requests for project funding, report language and fundin

g for an authorized federal program

. Feel free to contact us if you have questions about which category your request falls into.

Because each appropriations bill is negotiated between the House and Senate, **it is expected that your project request will also be submitted to at least one of Minnesota's U.S. Senate offices**

To submit a request:

Go the web link: [www.mccollum.house.gov/FY2011appropriationsrequest](http://www.mccollum.house.gov/FY2011appropriationsrequest)

1. Fill out the web form and click the “submit” button.

The contents of the form will be automatically emailed to our office. A confirmation email will be sent notifying you that the submission was received. Again, this is the general form used for all FY11 appropriations project, report language and program level requests. If additional information is required, we will contact you. If you choose to send additional background information with your request, please do so as an email attachment (send to Josh Stager, contact information below). Materials sent through postal mail can take up to two weeks to reach our office due to security screening.

1. For project requests only, Congresswoman McCollum’s office requires a signed request letter on the applicant’s official letterhead from the submitting government unit, company or organization. A scanned copy should be emailed to Josh Stager and the original copy should be mailed to:

Office of Congresswoman Betty McCollum

Attn: FY11 Appropriations

165 Western Avenue North, #17

St. Paul, MN 55102

For private sector companies and non-profit groups, the letter should be signed by the CEO or executive director. For municipalities, other local units of government and State agencies, the letter should be signed by the most senior elected official (i.e. Mayor, County Board Chair, Sheriff, County Attorney, and Governor).

Any project application will not be complete and will not be considered for submission if the requested letter does not include the following language:

**“By submitting this request I support Congress’ authority to direct project specific funding decisions to federal departments and agencies, as well as instruct federal departments and agencies through report language of congressional intent on matters of funding and policy interpretation.”**

## **Notification & Communication**

In accordance with Appropriations Committee requirements, all submitted projects will be posted on our official website once they are submitted for consideration to the Committee (mid-March). If your request was submitted, you can expect a long waiting period before learning whether funding was provided, or language included, in the final subcommittee report. Each appropriations bill is considered by the U.S. House at different times throughout the late spring and summer. Some bills include member projects while others do not.

While our office will work to keep you informed, you are encouraged to play a proactive role in monitoring the progress of your request as appropriation bills move from House to Senate and from Senate to Conference Committee.

You should feel free to contact us anytime with questions. We look forward to working with you.

**Josh Stager** (primary contact)

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